

Graduate Assistant: Center for Social Research

**General Information:**

The Graduate Assistant (GA) for the Center for Social Research will assist with various projects within the Center such as ND Compass and North Dakota Kids Count. This position will work under the director of the Center and as a team member with the staff.

**Responsibilities:**

This position allows for a student to work on a variety of projects in different capacities creating a well-rounded professional learning experience.

Develop education materials

- Assist in writing technical reports on a variety of health indicators projects
- Assist in creating advertisements promoting good health
- Assist in Twitter, Facebook and other social media outlets

Assist in data coordination

- Data entry and analysis
- Assist in the work to compile and access key datasets for health indicators
- Assist in quality checks of surveys and data sets

**Qualifications:**

- Bachelor's degree with exposure to issues in the social/behavioral/health sciences and related research experience
- Must be admitted to a graduate program at NDSU
- Must maintain a minimum of 3.0 GPA for duration of the appointment
- Strong oral, written, and interpersonal communication skills in the English language
- Proficient in computer skills and document preparation (e.g. Microsoft Office and Standard Software packages)
- Attention to detail; ability to work independently and carry out tasks to completion; motivated

**Terms of Employment:** Appointment requires an average of 20 hours per week with flexible scheduling. Appointment begins August 16, 2014 (start date negotiable, could be earlier).

**Stipend:** \$9000 for a 9-month appointment with possibility of work during the summer. Student is responsible for fees and books; assistantship comes with a base tuition-waiver (~45% of the MPH total tuition).

**Application Materials:** In addition, to the cover letter and resume, please submit an unofficial transcript highlighting the courses taken in the social/behavioral/health sciences as well as research and methodology courses.

**Submit application materials to:** [verlin.hinsz@ndsu.edu](mailto:verlin.hinsz@ndsu.edu)

Phone: 701-231-8621

**MASTER OF PUBLIC HEALTH PROGRAM**

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